

INSTRUCTIONS Please answer each question clearly and completely. TYPE OR PRINT IN INK. Read carefully and follow all directions.	 UNITED NATIONS PERSONAL HISTORY	Do Not Write in This Space
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1. Family name		First name		Middle name		Maiden name, if any	
2. Date of Birth	Day	Month	Year	3. Place of birth	4. Nationality(ies) at birth	5. Present nationality(ies)	6. Sex
7. Height	8. Weight		9. Marital Status				
		Single ☐		Married ☐		Seperated ☐ Widow(er) ☐ Divorced ☐	
10. Entry into United Nations service might require assignment to any area of the world in which the United Nations might have responsibilities. (a) Are there any limitations on your ability to perform in your prospective field of work? YES ☐ NO ☐ (b) Are there any limitations on your ability to engage in all travel? YES ☐ NO ☐							
11. Permanent address				10. Present address		13. Office telephone No.	
						()	
12.				11.		14. Fax No.	
						()	
Telephone No. ()				Telephone No. ()		E-Mail:	
15. Have you any dependents? YES ☐ NO ☐ If the answer is "yes", give the following information:							
NAME		Date of Birth		Relationship		NAME	
						Date of Birth	
16. Have you taken up legal permanent residence status in any country other than that of your nationality? YES ☐ NO ☐ If answer is "yes", which country?							
17. Have you taken any legal steps towards changing your present nationality? YES ☐ NO ☐ If answer is "yes", explain fully.							
18. Are any of your relatives employed by a public international organization? YES ☐ NO ☐ If answer is "yes", give the following information:							
NAME		Relationship			Name of International Organization		

19. What is your preferred field of work?							
20. Would you accept employment for less than six months? YES ☐ NO ☐				21. Have you previously submitted an application for employment with U.N.? If so, when?			
22. KNOWLEDGE OF LANGUAGES. What is your mother tongue?							
OTHER LANGUAGES	READ		WRITE		SPEAK		UNDERSTAND
	Easily	Not Easily	Easily	Not Easily	Fluently	Not Fluently	Easily
	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐
	☐	☐	☐	☐	☐	☐	☐
23. FOR CLERICAL GRADES ONLY. (Indicate speed in words per minute)							
	English	French	Other Languages		List any office machines or equipment you can use.		
Typing							
Shorthand							

24. EDUCATION. Give full details - N.B. Please give exact titles of degrees in original language. Please do not translate or equate to other degrees.					
A. University or equivalent					
NAME, PLACE AND COUNTRY		ATTENDED FROM / TO		DEGREES and ACADEMIC DISTINCTIONS OBTAINED	
		Mo. / Year	Mo. / Year		
		/	/		
		/	/		
		/	/		
B. Schools or other training or education from age 14 (e.g. high school, technical school or apprenticeship)					
NAME, PLACE AND COUNTRY		TYPE		ATTENDED FROM / TO	
				Mo. / Year	Mo. / Year
				/	/
				/	/
				/	/
25. List professional societies and activities in civic, public or international affairs					
26. List any significant publications you have written (DO NOT ATTACH)					
27. EMPLOYMENT RECORD: Starting with your present post, list IN REVERSE ORDER every employment you have had. Use a separate block for each post. Include also service in the armed forces and note any period during which you were not gainfully employed. If you need more space, attach additional pages of the same size. Give both gross and net salaries per annum for your last or present post.					
A. PRESENT POST (Last post, if not presently in employment)					
FROM		TO		SALARIES PER ANNUM	
				EXACT TITLE OF YOUR POST:	
Month / Year	Month / Year	Starting	Final		
/	/				
NAME OF EMPLOYER:				TYPE OF BUSINESS:	
ADDRESS OF EMPLOYER:				NAME OF SUPERVISOR:	
				No. and kind of employees supervised by you:	Reason for leaving:
DESCRIPTION OF YOUR DUTIES					

FROM	TO	SALARIES PER ANNUM		EXACT TITLE OF YOUR POST:	
Month / Year /	Month / Year /	Starting	Final		
NAME OF EMPLOYER:				TYPE OF BUSINESS:	
ADDRESS OF EMPLOYER:				NAME OF SUPERVISOR:	
				No. and kind of employees supervised by you:	Reason for leaving:
DESCRIPTION OF YOUR DUTIES					

FROM	TO	SALARIES PER ANNUM		EXACT TITLE OF YOUR POST:	
Month / Year /	Month / Year /	Starting	Final		
NAME OF EMPLOYER:				TYPE OF BUSINESS:	
ADDRESS OF EMPLOYER:				NAME OF SUPERVISOR:	
				No. and kind of employees supervised by you:	Reason for leaving:
DESCRIPTION OF YOUR DUTIES					

FROM	TO	SALARIES PER ANNUM		EXACT TITLE OF YOUR POST:	
Month / Year /	Month / Year /	Starting	Final		
NAME OF EMPLOYER:				TYPE OF BUSINESS:	
ADDRESS OF EMPLOYER:				NAME OF SUPERVISOR:	
				No. and kind of employees supervised by you:	Reason for leaving:
DESCRIPTION OF YOUR DUTIES					

28. Have you any objections to our making inquiries of your present employer? YES ☐ NO ☐

29. Are you now or HAVE YOU EVER BEEN A CIVIL SERVANT in your Government's employ? YES ☐ NO ☐

If answer is "yes", WHEN?

30. REFERENCES: List three persons, not related to you, who are familiar with your character and qualifications.
(Do not repeat names of supervisors listed under Item 27.)

FULL NAME	FULL ADDRESS	BUSINESS OR OCCUPATION

31. STATE ANY OTHER RELEVANT FACTS. Include information regarding any residence outside the country of your nationality.

32. Have you ever been arrested, indicted, or summoned into court as a defendant in a criminal proceeding, or convicted, fined or imprisoned for the violation of any law (excluding minor traffic violations)? YES ☐ NO ☐

If "YES", give full particulars of each case in an attached statement.

33. OTHER AGENCIES OF THE UNITED NATIONS SYSTEM MAY BE INTERESTED IN OUR APPLICANTS. DO YOU HAVE ANY OBJECTION TO YOUR PERSONAL HISTORY FORM BEING MADE AVAILABLE TO THEM? YES ☐ NO ☐

34. I certify that the statements made by me in answer to the foregoing questions are true, complete and correct to the best of my knowledge and belief. I understand that any misrepresentation or material omission made on a Personal History form or other document requested by the Organization renders a staff member of the United Nations liable to termination or dismissal.

DATE: _____

SIGNATURE: _____

N.B. You will be requested to supply documentary evidence which supports the statements you have made above. Do not, however send any documentary evidence until you have been asked to do so by the Organization and, in any event, do not submit the original texts of references or testimonials unless they have been obtained for the sole use of the Organization.